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INSTRUCTION NO.
LI 60-100-1

LI 60-100-1
LIAISON
6 July 1956

SUBJECT: Interagency Operational Liaison

REFERENCE: Regulation [REDACTED] Interagency Operational Liaison, dated
4 May 1951

RECISION: Memorandum dated 14 March 1956 to Staff and Division Chiefs
from Assistant Director of Logistics

1. PURPOSE

This Instruction implements reference regulation and sets forth responsibilities and procedures involved in the accomplishment of operational liaison with representatives of other Federal agencies. The basis for and definition of operational liaison, hereinafter referred to as "liaison", are set forth in the reference regulation as follows:

"Operational liaison is based upon the functional structure of CIA and will be confined to matters clearly within the jurisdiction of the Office concerned..."

"Operational liaison is that association with individuals in other government agencies necessary for the effective carrying out of the responsibilities of this Agency."

2. RESPONSIBILITIES

- a. The Chief, Security Staff, shall be responsible for prescribing such procedures and controls as may be necessary to provide for security aspects involved in the accomplishment of liaison with other Federal agencies.
- b. Staff and Division Chiefs shall be responsible for:
 - (1) Determining that a need exists for a liaison contact and the security classification of information to be disclosed.
 - (2) Ensuring that effective use is made of established liaison contacts, and when appropriate, arranging for necessary courtesy calls or visits to cleared liaison contacts.

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- (3) Ensuring that personnel performing liaison comply with the requirements set forth in reference and in other Agency regulations pertaining to liaison.

3. PROCEDURES

a. General

- (1) Liaison contacts may be established on a continuing or on a one-time basis.
- (2) Contacts established on a continuing basis expire one (1) year after granted; however, renewals for such contacts may be requested from the Security Staff twenty (20) days prior to their expiration date in the same manner as initial requests. /See paragraph 3.b.(1)/.
- (3) Contacts established on a one-time basis expire immediately after one-time use. Experience has proved that liaison contacts established on a one-time basis are usually inadequate.

b. Submission of Requests

- (1) Requests for security approval of liaison contacts on a continuing basis will be submitted in quintuplicate to the Chief, Security Staff, on forms available for that purpose. (See attachment). Copies of this form may be obtained from the Security Staff.
- (2) Requests for security approval of liaison contacts on a one-time basis may be made orally to the Chief, Security Staff.

c. Processing of Requests

The Security Staff, in processing requests for security approval of liaison contacts, will:

- (1) Review liaison contact requests as to their urgency, need for special handling, completeness and to avoid duplication of requests for security approval.
- (2) Obtain appropriate security approval from the Office of Security for the liaison contact.
- (3) Upon the receipt of advice from the Office of Security, will advise the requesting division or staff, in writing, that approval has been granted or denied.

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- (4) Maintain a central control system of all security approved liaison contacts within the Department of Defense and other government departments and agencies utilized by the Office of Logistics for logistical support purposes. This central control system will consist of:
- (a) Individual files for each of the various bureaus, offices, and departments within the Department of Defense and other government departments and agencies utilized by the Office of Logistics for logistical support purposes. Each file will contain the names of all individuals within that particular government component that have been security approved for logistical support purposes and other pertinent information concerning the individual; how he will be utilized, names of the Office of Logistics personnel authorized to conduct the liaison, etc.
 - (b) Alphabetical index card records for each individual within the Department of Defense and other government departments and agencies, containing the pertinent information concerning the individual, his place of employment, date of approval request, date security approval granted, etc. These card records will be retired on expiration date unless renewal is requested by the interested Office of Logistics division or staff.
- (5) Furnish technical assistance requested by Division and Staff Chiefs or their designees.

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ATTACHMENT to
LI 60-100-1
LIAISON
6 July 1956

Date:

MEMORANDUM FOR: Chief, Employee Activity Branch, PSD/OS

SUBJECT : Request for Security Approval -
Continuing Liaison Contact

1. It is requested that security approval be granted to contact the following individual on a continuing basis. Discussions will be through the classification of _____.

Full Name, Rank
and/or Title :

Full Address -
Office, Division
and Organization :

Clearance Renewal:

☐


Yes

☐

No

2. This individual will be contacted by the following Office of Logistics personnel:

3. Purpose of this contact and brief description of subjects to be discussed:


Chief, Security Staff
Office of Logistics

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